

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA  
JUDGE RICHARD SEEBORG

**STANDING ORDER RE: INITIAL CASE MANAGEMENT**


1. The civil law and motion calendar is heard on Thursdays at 1:30 p.m. in Courtroom 3, 17th Floor, United States Courthouse, 450 Golden Gate Avenue, San Francisco, California. Motions may be noticed for hearing pursuant to Civil L.R. 7. Counsel need not reserve a hearing date in advance for civil motions. However, noticed dates may be reset as the Court's calendar requires.
2. Civil Case Management Conferences and Civil Pretrial Conferences will be held on Thursdays at 10 a.m. in Courtroom 3, 17th Floor, United States Courthouse, 450 Golden Gate Avenue, San Francisco, California.
3. All scheduling questions should be addressed to Judge Seeborg's courtroom deputy at 415/522-2123.
4. A Case Management Conference will be held on the date and time specified in the Order Setting Initial Case Management Conference and ADR Deadlines. This conference may be continued only by Court Order pursuant to Civil L.R. 16-2(e). Parties may not stipulate to continue a case management conference without Court approval. Parties or counsel may appear personally or file a request to appear by telephone. If any party files such a request, all parties shall appear telephonically and must contact Court Conference at 866/582-6878 at least one week prior to the Conference.
5. Pursuant to Fed. R. Civ. P. 26(f), and Civil L.R. 16-3, no later than 21 days before the Case Management Conference, each party shall confer to consider and discuss: (1) the nature and basis of their claims and defenses; (2) possibilities for a prompt settlement or resolution of the case; (3) exchanging the initial disclosures required by Fed. R. Civ. P. 26(a)(1); (4) developing a proposed discovery plan with suitable limits; and (5) preparation of a joint case management statement.
6. The parties shall also consider the selection of an ADR (Alternate Dispute Resolution) process. *See* "Dispute Resolution Procedures in the Northern District of California Booklet," available on the Court's website at <http://www.cand.uscourts.gov>. Pursuant to Civil L.R. 16-8(b) and ADR L.R. 3-5, no later than the date specified in the Order Setting

Initial Case Management Conference and ADR Deadlines, each party shall file and serve an ADR Certificate.

7. Pursuant to Civil L.R. 16-9, no later than seven (7) days before the Case Management Conference, the parties shall file a Joint Case Management Statement and Proposed Order. If preparation of a joint statement would cause undue hardship, the parties may serve and file separate statements, which shall include a description of the undue hardship. The Statement should not exceed ten pages in length and should address the following items in the following order:
  - a. Date case was filed;
  - b. List or description of all parties;
  - c. Summary of all claims, counter-claims, cross-claims, third party claims;
  - d. Brief description of the event underlying the action;
  - e. Description of relief sought and damages claimed with an explanation as to how damages are computed;
  - f. Status of discovery (including any proposed limits or cutoff dates);
  - g. Procedural history of the case including any previous motions decided and/or submitted, ADR proceedings or settlement conferences scheduled or concluded, appellate proceedings pending or concluded, and any previous referral to a magistrate judge;
  - h. Other deadlines in place (in the event of reassignment), including those for dispositive motions, pretrial conferences, and trials;
  - i. If no deadlines are in place, a proposed schedule that includes pretrial and trial dates, a deadline by which dispositive motions shall be heard, and any discovery cutoff dates;
  - j. Whether the parties will consent to a magistrate judge for trial.
8. Plaintiff or removing Defendant shall serve a copy of this Standing Order on all parties to this action and on all parties subsequently joined, in accordance with Fed. R. Civ. P. 4 and 5. Following service, Plaintiff or removing Defendant shall file a certificate of service, in accordance with Civil L.R. 5-6.

IT IS SO ORDERED.

Dated: February 7, 2011

  
Richard Seeborg  
United States District Judge